Buy Back of Interment Right Application 2026/2027

Northern Beaches Council

If you need help lodging your form, contact us	
Email	cemeteries@northernbeaches.nsw.gov.au
Phone	1300 434 434
Cemeteries	Manly Cemetery Griffiths Street, Manly NSW 2095
	Mona Vale General Cemetery 107 Mona Vale Road, Mona Vale NSW 2103

Office use only	
Form ID	4141
TRIM Ref.	
Last updated	June 2026
Business unit	Property
Application No.	
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Privacy Declaration

Information collected on this form is held in accordance with the Privacy and Personal Information Protection Act 1998. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the Cemeteries and Crematoria Act 2013. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the Privacy and Personal Information Protection Act 1998.

Part 1: Buy back of Interment Rights

Sale of Unused Interment Right back to Council

Council has a program to buy back unused Interment Rights at 50% of the current equivalent fee. Graves with monumental work or exhumed graves are not eligible. If you are not the interment rights holder you must first apply to transfer the interment rights. The following documents are required to finalise the buyback.

Council buyback of unused Interment Right – When the applicant is the current Rights Holder*

i. Attach proof of purchase such as copy of certificate/ receipt if available, and complete Statutory Declaration on page 3.

ii. Provide details for payment to your bank account via electronic funds transfer.

Council buyback of unused Interment Right – When the applicant is NOT the current Rights Holder

If you are applying for a buyback of a grave, and you are not the Rights Holder, you must establish your claim to the burial rights first, by completing an "Application to transfer interment rights" - Form 4109.

Part 2: Details of site and applicant

2.1 Burial site or memorial site location details				
Grave denomination				
Section			Site no/s	
OR	Memorial niche section		Site no/s	
Is there a monument on the site?		◯ Yes	◯ No	

2.2 Applicant details			
Name			
Address			
Postal address			
Phone		Mobile	
Email		DOB	

2.3 Bank details			
Bank			
Branch		BSB	
Account name		Account No	

Statutory declaration

Oaths Act 1900, NSW, Eighth Schedule

Buy Back Of Burial or Niche Interment Right for the ◯ Mona Vale or ◯ Manly Cemetery			
I/ We			
Of address,			
do hereby SURRENDER the Interment or Niche Right/s for the following burial site/s and/or memorial niche/s to Northern Beaches Council			
◯ Grave denomination			
Section		Site no/s	
and/or ◯ Memorial niche section		Site no/s	

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.			
Declared at:		on (date)	
(Signature of declarant):			
in the presence of an authorised witness (Justice of the Peace), who states:			
I, (name of authorised witness)		a (qualification of authorised witness)	
certify the following matters concerning the making of this statutory declaration by the person who made it: 1. I saw the face of the person OR I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and 2. I have known the person for at least 12 months OR I have not known the person for at least 12 months but I have confirmed the person's identity using an identification document and the document I relied on was:			
(describe identification relied on)			
Signature of authorised witness		Date:	

Office use only

CODE: Mona Vale 40061000/4203 Manly 40061001/4203	
◯ Stone Orchard updated	◯ Confirmation letter sent
◯ New Vendor ID / Refund req raised?	◯ Documents scanned